

Plan Elements

This 12-month plan is designed to provide a comprehensive understanding of the Civil Works mission. Within the first 12 months of the novice's assignment, the novice will:

a) Be welcomed on the first day by the immediate supervisor and intermediate or senior rater who will introduce the agency roles and organization, chain of command, and conduct an acquaintance tour of the district.

- The new planner also will be given the "Planning References" Boot CD-ROM disk containing basic references commonly used by Corps planners;
- CW history and accomplishments;
- Introductory material on planning's role, principles and procedures (the Planner Partnership Kit or a modified version);
- Planner Training and Development Guide;
- Planning Guidance Notebook (PGN);
- Useful planner resource web-site(s) and references, etc.

b) Receive from the immediate supervisor and intermediate or senior rater help, guidance, mentoring, etc., until the novice feels comfortable enough to select a mentor of his/her own choosing.

c) Be assigned as a member of a Reconnaissance Phase, Section 905(b) analysis study team.

d) Participate on an Independent Technical Review (ITR) team.

e) Write something substantial, such as a Section 905(b) analysis, a Preliminary Restoration Plan, WRDA Authorization Fact Sheet, etc.

f) Deliver at least one presentation or project briefing.

g) Work on a contract action (write a scope of work, participate in negotiation process, etc.).

h) Work on a study or project involving one of the Corps' research labs.

i) Participate in the Civil Works budget process by attending a budget-related meeting, writing and or reviewing study justification sheets, and regularly attending District Project Review Board meetings.

j) Attend the following Planner's "Core" curriculum training courses within the first twelve (12) months of assignment to CW planning:

- Introduction to Planning (within first six months)
- Civil Works Orientation Workshop (within first six months)
- Planning Principles, Policies and Procedures (during last six months)

k) Participate in at least one public meeting or workshop.

l) Read:

- ER 1105-2-100
- District and Division specific Planning Guidance
- District Quality Management Plan / Quality Control Plan
- Planning Manual

m) Visit at least five field sites:

- A “study area”
- Construction site
- Completed project
- Emergency operations action (if possible)
- Take a ride on a dredge

Selection of Participants

The Novice Orientation Plan is mandatory for all new planners at the entry level with no prior Corps Civil Works Water Resource Planning experience. This plan is to be reflected in the novice's Individual Development Plan (IDP) and his/her first year performance standards. Other new employees to Planning with some Corps, Civil Works, Water Resources Planning, or similar experience may work out modified development plans with the District Chief of Planning, as appropriate.